

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-560-04-16</i>	
1. FROM (Agency or establishment)  Department of Homeland Security		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2. MAJOR SUBDIVISION  Transportation Security Administration			
3. MINOR SUBDIVISION  Office of Maritime and Land Security (MLSEC)			
4. NAME OF PERSON WITH WHOM TO CONFER  Arthur McCune, Jr.	5. TELEPHONE  571/227-2076	DATE <i>3/17/04</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>6</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/26/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur McCune Jr</i>		TITLE <b>Records Management Officer</b>
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>**See Attached**</b>		

*86 3/17/04 - Copies sent to [unclear] of [unclear] [unclear] AIR*

**MLSEC 1600 – MARITIME AND LAND SECURITY**

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by **Maritime and Land Security**.

Title	Description of Records	Disposition	Authority
<del>MLSEC 1600</del> <del>GENERAL REFERENCE FILES</del>	<del>Records that relate to the office's internal administration or housekeeping activities rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include other materials that do not serve as unique documentation of the programs of the office.</del>	<del>Cut off at the end of fiscal year. <b>Destroy</b> when 2 years old.</del>	<del>GRS 23/1</del>
1) MLSEC 1600.1 MANAGEMENT AND ADMINISTRATION	Memorandums, weekly reports, manuals, organization charts, delegation orders and other records, which establish or describe the organization and structure of TSA and MLSEC including delegation of authority and the roles of offices and positions within the agency.	Cut off at the end of the fiscal year. <b>Destroy</b> 5 years after cutoff.	
MLSEC 1600.2 UNASSIGNED			
MLSEC 1600.3 COMMITTEES, CONFERENCES AND MEETINGS			
2) MLSEC 1600.4 MANAGEMENT SYSTEMS	Reference files containing correspondence, memorandums, directives, reports, and other records documenting TSA and MLSEC systems and management activity.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is later.	

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Title	Description of Records	Disposition	Authority
<del>MLSEC 1600.5-6</del> UNASSIGNED			
3) MLSEC 1600.7 PLANNING AND ANALYSIS	Reference files containing copies of documents (including correspondence, memorandums, directives, reports, and other documents) related to planning and analysis of TSA operations.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is applicable.	
<del>MLSEC 1600.8-16</del> UNASSIGNED			
4) MLSEC 1600.17 PERSONNEL MANAGEMENT	Reference files containing copies of correspondence, memorandums, performance agreements, reports, personnel forms, and other documents related to personnel management. Official personnel files maintained by TSA Office of Human Resources.	<b>Destroy</b> 3 years after termination of employment.	
5) MLSEC 1600.18 EMPLOYMENT	Reference files containing copies of memorandums, personnel files, forms, and policy related to the recruitment and termination of employees. Working files only: Official personnel files maintained by TSA Office of Human Resources.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is applicable.	
6) MLSEC 1600.19 EMPLOYEE PERFORMANCE	Reference files containing copies of memorandums, evaluation reports, employee handbooks, forms, and directives related to employee performance.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is applicable.	
7) MLSEC 1600.20 EMPLOYEE RELATIONS AND SERVICES	Reference files containing copies of memorandums, forms, directives, personnel files, and other documents of employee relations and services. Working files only: Official personnel files maintained by TSA Office of Human Resources.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is applicable.	

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Title	Description of Records	Disposition	Authority
8) MLSEC 1600.21 EMPLOYEE BENEFITS	Reference files containing copies of memorandums, forms, directives, personnel files, and other documents related to employee benefits.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is applicable.	
9) MLSEC 1600.22 REAL PROPERTY MANAGEMENT	Reference files containing copies of documents related to real property management.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is applicable.	
10) MLSEC 1600.23 PERSONAL PROPERTY MANAGEMENT	Reference files containing copies of documents related to property management.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is applicable.	
11) MLSEC 1600.24 INFORMATION TECHNOLOGY	Reference files containing copies of correspondence, memorandums, directives, reports, and other documents related to information technology.	<b>Destroy</b> when 5 years old or when superseded or obsolete, whichever is applicable.	
<del>MLSEC 1600.25-54 UNASSIGNED</del>			
<del>MLSEC 1600.55 INTERMODAL EXERCISES</del>	<del>Files include Table Top Exercise and exercises involving other stakeholders and other substantive documents related to Intermodal Exercises.</del>	<del><b>DISPOSITION NOT AUTHORIZED</b></del>	
<del>MLSEC 1600.56-60 UNASSIGNED</del>			
12) MLSEC 1600.61 RULEMAKING	The Transportation Security Administration rulemaking files contain notices, advance notices of proposed rulemaking; notices of proposed rulemaking; comments received in response to notices; petitions for rulemaking and consideration; denials of petitions and reconsideration; records of additional rulemaking proceedings;	<b>PERMANENT.</b> Cut off when file closed. Transfer to FRC 3 years after cutoff. Transfer to the National Archives 10 years after cutoff.	

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Title	Description of Records	Disposition	Authority
<del>MLSEC 1600.62</del> <b>UNASSIGNED</b>	and final rules as published. The docket also contain research studies transcripts or notes of public meetings, slides, photographs, truck hardware and other related material. Audiovisual materials are located in the supplemental information files which are maintained with the docket files.		
<b>13) MLSEC 1600.63</b> <b>REGULATIONS (CFR)</b> <b>FILES</b>	Contain correspondence, background material, public information, memorandums of law, revisions to regulations related to Maritime and Land Security policies and procedures, and comments on proposed policies and procedure, and comments on proposed codification of instructional memorandums and proposed documents.	<b>PERMANENT.</b> Cut off when file closed. Transfer to FRC 3 years after cutoff. Transfer to the National Archives 10 years after cutoff.	
<del>MLSEC 1600.64-79</del> <b>UNASSIGNED</b>			

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Title	Description of Records	Disposition	Authority
14) MLSEC 1600.80 EMAIL AND WORD PROCESSING DOCUMENTS	a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.  b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.	<b>Delete/destroy</b> within 180 days after the record keeping copy has been produced.  <b>Delete</b> when dissemination, revision, or updating is complete.	

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4. NAME OF PERSON WITH WHOM TO CONFER  Arthur McCune, Jr.	5. TELEPHONE  571/227-2076	DATE	ARCHIVIST OF THE UNITED STATES
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Title	Description of Records	Disposition	Authority
<b>MLSEC 1600</b> GENERAL CORRESPONDENCE FILES	Maritime and Land Security (MLSEC) general administrative correspondence files for routine administrative purposes.	Cut off at the end of fiscal year. <b>Destroy</b> when 2 years old.	GRS 23/1
<b>MLSEC 1600.1</b> MANAGEMENT AND ADMINISTRATION	Correspondence, memorandums, reports manuals, directives, organization charts, delegation orders and other records which establish or describe the organization and structure of TSA and MLSEC including delegation of authority and the roles of offices and positions within the agency.	<u><b>PERMANENT</b></u> . Cut off at the end of fiscal year. Transfer to FRC 3 years after cut off. Transfer to NARA 10 years after cutoff.	
<b>MLSEC 1600.2</b> UNASSIGNED			
<b>MLSEC 1600.3</b> COMMITTEES, CONFERENCES AND MEETINGS	a. Records relating to establishment, organization, membership, and policy of internal committees, excluding committees sponsored by the Secretariat.	Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.	GRS 16/8a
	b. Records created by committees.		
	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of the advisory boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.	<b>Destroy</b> 2 years after termination of committee.	GRS 16/8b(1)
	(2) All other committee records.	<b>Destroy</b> 5 years after termination of committee.	GRS 16/8b(2)
	c. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, memberships lists, agendas, policy statements, and material required to be available for public information.	<b>Destroy</b> 5 years after termination of committee.	GRS 16/8c

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Title	Description of Records	Disposition	Authority
<b>MLSEC 1600.4 MANAGEMENT SYSTEMS</b>	<p>d. Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic records for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act.</p> <p>Correspondence, memorandums, directives, reports, and other records documenting TSA and MLSEC systems and management activity in the following areas:</p> <ul style="list-style-type: none"> <li>.1 Management Analysis</li> <li>.2 Directives Management</li> <li>.3 Forms Management</li> <li>.4 Reports Management</li> <li>.5 Records Management</li> <li>.6 Correspondence Management</li> <li>.7 Information Technology Management</li> </ul>	<p><b><u>PERMANENT.</u></b> Transfer to ERC when 4 years old or earlier. Offer to NARA when 10 years old.</p> <p>Cut off at the end of fiscal year. <b>Destroy</b> when 5 years old.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	
<b>MLSEC 1600.5 LEGAL</b>	<p>Documents related to legal decisions, opinions, rules, and regulations governing TSA procedures.</p> <ul style="list-style-type: none"> <li>.1 Legal Decisions/Opinions</li> <li>.2 United States Code</li> <li>.3 Code of Federal Regulations</li> <li>.4 Other Rules and Regulations</li> </ul>	<p><b>Destroy</b> when no longer needed.</p>	
<b>MLSEC 1600.6 CIVIL RIGHTS</b>	<p>Documents related to EEO policy and programs administered by TSA.</p>	<p><b>Destroy</b> when 3 years old, or when superseded or obsolete, whichever is applicable.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	<p>CVLR 900.7</p>

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Title	Description of Records	Disposition	Authority
<b>MLSEC 1600.7</b> PLANNING AND ANALYSIS	Correspondence, memorandums, directives, reports, and other documents related to planning and analysis of TSA operations.  .1 Quality Assurance .2 Strategic Planning .3 Statistics	Cut off at the end of fiscal year. <b>Destroy</b> when 5 years old.  <b>Destroy</b> forms and directives when superseded.	
<b>MLSEC 1600.8</b> INSPECTIONS (GENERAL)	Correspondence, memorandums, directives, inspection/investigation reports and case files, standard operating procedures, and other documents related to inspections/investigations of TSA Maritime and Land Security operations.	Cut off at the end of fiscal year. <b>Destroy</b> when 5 years old.  <b>Destroy</b> forms and directives when superseded.	
<b>MLSEC 1600.09</b> CONSUMER COMPLAINT MANAGEMENT	Complaint referral and investigation forms required to resolve consumer complaints by either the Consumer Complaint Center or TSA staff.	<b>Destroy</b> 5 years after resolution of case.  <b>Destroy</b> forms and directives when superseded.	
<b>MLSEC 1600.10</b> INVESTIGATIONS AND SECURITY	Correspondence, memorandums, directives, reports, case files, and other documents in the following categories:  .1 Investigations .2 Accident Investigations .3 Personnel Security Investigations .4 Other Non-Criminal Investigations .5 Criminal Investigations .6 U.S. Government Property Investigations .7 Incidents .8 Security .9 Operations Security .10 Information Security .11 Computer Security .12 Personnel Security .13 Security of TSA Facilities, Property .14 Security of Identification Media	Cut off at end of calendar year. Hold additional 2 years, then <b>destroy</b> .  <b>Destroy</b> forms and directives when superseded.	

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Title	Description of Records	Disposition	Authority
<p><b>MLSEC 1600.11-15</b> <b>UNASSIGNED</b></p>			
<p><b>MLSEC 1600.16</b> <b>ADMINISTRATIVE</b> <b>SUPPORT SERVICES</b></p>	<p>Records related to administrative support services in the following areas:</p> <ul style="list-style-type: none"> <li>.1 Graphic Support</li> <li>.2 Photographic Support</li> <li>.3 Audio/Video Support</li> <li>.4 Publishing Support</li> <li>.5 Library and Web Services</li> <li>.6 Mail Management</li> </ul>	<p>Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	
<p><b>MLSEC 1600.17</b> <b>PERSONNEL</b> <b>MANAGEMENT</b></p>	<p>Correspondence, memorandums, directives, reports, personnel forms, medical records, and other documents related to personnel management. Working files only: Official personnel files maintained by TSA Office of Human Resources.</p>	<p>Cut off at end of fiscal year. <b>Destroy</b> in agency 5 years after cut off.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	<p>HRM 1100.7</p>

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Title	Description of Records	Disposition	Authority
<b>MLSEC 1600.18</b> EMPLOYMENT	Correspondence, memorandums, personnel files, forms, and policy related to the recruitment and termination of employees. Working files only: Official personnel files maintained by TSA Office of Human Resources.  .1 Recruitment .2 Termination of Employment	Cut off at ed of fiscal year. <b>Destroy</b> in agency 2 years after cut off.  <b>Destroy</b> forms, directives, and handbooks when superseded.	HRM 1100.9
<b>MLSEC 1600.19</b> EMPLOYEE PERFORMANCE	Correspondence, memorandums, evaluation reports, employee handbooks, forms, and directives related to employee performance. Working files only: Official personnel files maintained by TSA Office of Human Resources.  .1 Performance Evaluations .2 Awards and Employee Recognition	<b>Destroy</b> 2 years after approval or disapproval.  <b>Destroy</b> forms, directives, and handbooks when superseded.	GRS 1/12a(1)
<b>MLSEC 1600.20</b> EMPLOYEE RELATIONS AND SERVICES	Memorandums, forms, directives, personnel files, and other documents of employee relations and services. Working files only: Official personnel files maintained by TSA Office of Human Resources.  .1 Labor Management Relations .2 Employee Conduct .3 Employee Assistance Program	Cut off at end of fiscal year. <b>Destroy</b> when 5 years old.  <b>Destroy</b> forms and directives when superseded.	

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Title	Description of Records	Disposition	Authority
<b>MLSEC 1600.21</b> <b>EMPLOYEE BENEFITS</b>	<p>Memorandums, forms, directives, personnel files, and other documents related to employee benefits. Working files only: Official personnel files maintained by TSA Office of Human Resources.</p> <ul style="list-style-type: none"> <li>.1 Retirement</li> <li>.2 Retirement-CSRS</li> <li>.3 Retirement-FERS</li> <li>.4 Health Insurance-FEHB</li> <li>.5 Health Insurance-FEGLI</li> </ul>	<p>Cut off at end of fiscal year. <b>Destroy</b> when 5 years old.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	
<b>MLSEC 1600.22</b> <b>REAL PROPERTY MANAGEMENT</b>	<p>Documents related to real property management.</p> <ul style="list-style-type: none"> <li>.1 Real Property Rules and Regulations</li> <li>.2 Facilities Planning</li> <li>.3 Facilities and Space Management</li> <li>.4 Facilities Services</li> </ul>	<p>Cut off at end of fiscal year. <b>Destroy</b> when 3 years old.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	
<b>MLSEC 1600.23</b> <b>PERSONAL PROPERTY MANAGEMENT</b>	<p>Documents related to property management.</p> <ul style="list-style-type: none"> <li>.1 Property Rules and Regulations</li> <li>.2 Property Supply and Inventory Management</li> <li>.3 Property in Use Management</li> <li>.4 Material Management</li> <li>.5 Vehicle Management</li> </ul>	<p>Cut off at end of fiscal year. <b>Destroy</b> 3 years after cut off.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	
<b>MLSEC 1600.24</b> <b>INFORMATION TECHNOLOGY</b>	<p>Correspondence, memorandums, directives, reports, and other documents related to information technology.</p>	<p>Cut off at end of fiscal year. <b>Destroy</b> when 5 years old.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	

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Title	Description of Records	Disposition	Authority
<b>MLSEC 1600.25-30</b> UNASSIGNED			
<b>MLSEC 1600.31</b> GENERAL STAKEHOLDER RELATIONS OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, correspondence, and other documents related to general Stakeholder Relations operations.	Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.  <b>Destroy</b> forms and directives when superseded.	
<b>MLSEC 1600.32</b> STAKEHOLDER RELATIONS (DOMESTIC)	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, correspondence, and other documents related to Stakeholder Relations (Domestic).	Cut off at the end of fiscal year. Transfer to FRC 7 years after cut off. <b>Destroy</b> when 15 years old.	
<b>MLSEC 1600.33</b> STAKEHOLDER RELATIONS (INTERNATIONAL)	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, correspondence, and other documents related to Stakeholder Relations (International).	Cut off at the end of fiscal year. Transfer to FRC 7 years after cut off. <b>Destroy</b> when 15 years old.	
<b>MLSEC 1600.34</b> STAKEHOLDER RELATIONS (GOVERNMENTAL)	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, correspondence, and other documents related to Stakeholder Relations (Governmental).	Cut off at the end of fiscal year. Transfer to FRC 7 years after cut off. <b>Destroy</b> when 15 years old.	

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<p><b>MLSEC 1600.35-40</b> UNASSIGNED</p>			
<p><b>MLSEC 1600.41</b> UNASSIGNED</p>			
<p><b>MLSEC 1600.42</b> BUDGETING</p>	<p>Correspondence, memorandums, directives, program budgets, budget planning documents, and other records related to budgeting.</p>	<p>Cut off at end of fiscal year. <b>Destroy</b> in agency 5 years after the close of the FT covered by the budget.</p>	<p><b>Destroy</b> forms and directives when superseded.</p>
<p><b>MLSEC 1600.43</b> ACCOUNTING MANAGEMENT</p>	<p>Documents related to the administration of TSA accounting management systems</p>	<p>Cut off at the end of the fiscal year. <b>Destroy</b> when 10 years old.</p>	<p><b>Destroy</b> forms and directives when superseded.</p>
<p><b>MLSEC 1600.44</b> TRAVEL</p>	<p>Documents related to the administration of TSA travel rules and regulations, including the following categories:</p> <ul style="list-style-type: none"> <li>.1 Temporary Duty</li> <li>.2 Per Diem, Domestic</li> <li>.3 Per Diem, Foreign</li> <li>.4 Permanent Change of Station</li> </ul>	<p>Cut off at end of fiscal year. <b>Destroy</b> when 6 years old.</p>	<p><b>Destroy</b> forms and directives when superseded.</p>

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Title	Description of Records	Disposition	Authority
<p><b>MLSEC 1600.45</b> ACQUISITION AND PROCUREMENT</p>	<p>Contracts, requisitions, procurement requests and other forms related to the management of acquisition and procurement.</p> <ul style="list-style-type: none"> <li>.1 Contracts</li> <li>.2 Procurement Requests and Requisitions</li> </ul>	<p><b>Destroy</b> 6 years and 3 months after closeout or final payment.</p> <p><b>Destroy</b> forms and directives when superseded.</p>	
<p><b>MLSEC 1600.46</b> GRANTS MANAGEMENT</p>	<p>Documents related to the administration of TSA grants management systems with respect to Maritime and Land Security activities.</p>	<p><b><u>PERMANENT.</u></b> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.</p>	
<p><b>MLSEC 1600.47</b> EMPLOYEE TRAINING AND DEVELOPMENT</p>	<p>Documents related to employee training and development.</p> <ul style="list-style-type: none"> <li>.1 Course Curriculums and Manuals</li> <li>.2 Training Records</li> <li>.3 Training Evaluation Records</li> <li>.4 Administrative and Technical Support Training</li> <li>.5 Supervisory, Managerial and Executive Training</li> <li>.6 Information Technology Training</li> <li>.7 Foreign Language Training</li> <li>.8 Instructor Training</li> <li>.9 Emergency Medical Training</li> </ul>	<p><b>Destroy</b> when 5 years old or 5 years after completion of specific training program.</p>	

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<p><b>MLSEC 1600.48-50</b> UNASSIGNED</p>			
<p><b>MLSEC 1600.51</b> GENERAL RESPONSE PREPAREDNESS OPERATIONS</p>	<p>Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other documents related to general Response Preparedness operations.</p>	<p>Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.  <b>Destroy</b> forms and directives when superseded.</p>	
<p><b>MLSEC 1600.52</b> EMERGENCY PREPAREDNESS</p>	<p>Correspondence, memorandums, directives, incident reports, standard operating procedures, and other substantive documents related to emergency preparedness.</p>	<p>Cut off at the end of fiscal year. <b>Destroy</b> 3 years after issuance of new plan or directive.</p>	
	<ul style="list-style-type: none"> <li>.1 Crisis/Critical Incident Response</li> <li>.2 Hijacking Response</li> <li>.3 Chem/Bio Response</li> <li>.4 Bomb Threat Response</li> <li>.5 Natural Disaster Response</li> <li>.6 Security Breach Response</li> <li>.7 Criminal Incident Response</li> <li>.8 Fire Response</li> <li>.9 Evacuation Planning</li> <li>.10 Command and Control</li> <li>.11 Continuity of Government</li> <li>.12 Emergency Exercises</li> <li>.13 Field/ Table-Top Exercises</li> </ul>		
<p><b>MLSEC 1600.53</b> ISAC COORDINATION</p>	<p>Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to ISAC Coordination.</p>	<p>Cut off at the end of fiscal year. Transfer to FRC 7 years after cut off. <b>Destroy</b> when 15 years old.</p>	

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<b>MLSEC 1600.54</b> OPS/INTEL COORDINATION	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to OPS/INTEL Coordination.	Cut off at the end of fiscal year. Transfer to FRC 7 years after cut off. <b>Destroy</b> when 15 years old.	
<b>MLSEC 1600.55</b> INTERMODAL EXERCISES	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Intermodal Exercises.	Cut off at the end of fiscal year. Transfer to FRC 7 years after cut off. <b>Destroy</b> when 15 years old.	
<b>MLSEC 1600.56</b> RESPONSE PREPAREDNESS PLANS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Response Preparedness Plans.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 7 years after cut off. <b>Destroy</b> when 15 years old.	
<b>MLSEC 1600.57-60</b> UNASSIGNED			

**MLSEC 1600- MARITIME AND LAND SECURITY**

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by Maritime and Land Security.

Title	Description of Records	Disposition	Authority
<b>MLSEC 1600.61</b> GENERAL CARGO SECURITY OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other documents related to general Cargo Security operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 3 years after cut off. Transfer to NARA 10 years after cutoff.	<b>Destroy</b> forms and directives when superseded.
<b>MLSEC 1600.62</b> DANGEROUS GOODS/CARGO SECURITY	Standard operating procedures, dangerous goods and cargo security rules and regulations, policy memorandums, inspection and investigation reports, directives and other substantive documents related to cargo security.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 3 years after cut off. Transfer to NARA 10 years after cutoff.	
<b>MLSEC 1600.63</b> CARGO SECURITY (MARITIME) OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Cargo Security (Maritime) operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.	
<b>MLSEC 1600.64</b> CARGO SECURITY (RAIL) OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Cargo Security (Rail) operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.	

**MLSEC 1600- MARITIME AND LAND SECURITY**

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Title	Description of Records	Disposition	Authority
<b>MLSEC 1600.65</b> <b>CARGO SECURITY</b> <b>(HIGHWAY)</b> <b>OPERATIONS</b>	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Highway Cargo Security operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.	
<b>MLSEC 1600.66</b> <b>CARGO SECURITY</b> <b>(AIR) OPERATIONS</b>	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Air Cargo Security operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.	
<b>MLSEC 1600.67</b> <b>FUSION CENTER</b> <b>OPERATIONS</b>	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Fusion Center operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cut off.	
<b>MLSEC 1600.68-70</b> <b>UNASSIGNED</b>			

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Title	Description of Records	Disposition	Authority
<p><b>MLSEC 1600.71</b> GENERAL PASSENGER SECURITY OPERATIONS</p>	<p>Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other documents related to general Passenger Security operations.</p>	<p><b><u>PERMANENT.</u></b> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.  <b>Destroy</b> forms and directives when superseded.</p>	
<p><b>MLSEC 1600.72</b> PASSENGER SECURITY (MARITIME) OPERATIONS</p>	<p>Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Passenger Security (Maritime) operations.</p>	<p><b><u>PERMANENT.</u></b> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.</p>	
<p><b>MLSEC 1600.73</b> PASSENGER SECURITY (RAIL) OPERATIONS</p>	<p>Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Passenger Security (Rail) operations.</p>	<p><b><u>PERMANENT.</u></b> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.</p>	
<p><b>MLSEC 1600.74</b> PASSENGER SECURITY (HIGHWAY) OPERATIONS</p>	<p>Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Highway Passenger Security operations.</p>	<p><b><u>PERMANENT.</u></b> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.</p>	

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Title	Description of Records	Disposition	Authority
<b>MLSEC 1600.75</b> TRANSIT SECURITY (MASS) OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Mass Transit Passenger Security operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.	
<b>MLSEC 1600.76-80</b> UNASSIGNED			
<b>MLSEC 1600.81</b> GENERAL TRANSPORTATION INFRASTRUCTURE SECURITY OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other documents related to general Transportation Infrastructure Security operations.	Cut off at the end of fiscal year. <b>Destroy</b> when 3 years old.	<b>Destroy</b> forms and directives when superseded.
<b>MLSEC 1600.82</b> INFRASTRUCTURE SECURITY (MARITIME) OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Infrastructure Security (Maritime) operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.	
<b>MLSEC 1600.83</b> INFRASTRUCTURE SECURITY (RAIL) OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Infrastructure Security (Rail) operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.	
<b>MLSEC 1600.84</b> INFRASTRUCTURE SECURITY (HIGHWAY) OPERATIONS	Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Infrastructure Security (Highway) operations.	<u><b>PERMANENT.</b></u> Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.	

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Title	Description of Records	Disposition	Authority
<p><b>MLSEC 1600.85</b>  <b>INFRASTRUCTURE SECURITY (MASS TRANSIT) OPERATIONS</b></p>	<p>Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other substantive documents related to Infrastructure Security (Mass Transit) operations.</p>	<p><b><u>PERMANENT</u></b>                      Cut off at the end of fiscal year. Transfer to FRC 5 years after cut off. Transfer to NARA 10 years after cutoff.</p>	
<p><b>MLSEC 1600.86</b>  <b>PIPE LINES INFRASTRUCTURE SECURITY OPERATIONS</b></p>	<p>Standard operating procedures, general rules and regulations, policy memorandums, directives, incident reports, and other documents related to Pipe Lines Infrastructure Security operations.</p>	<p><b>Destroy</b> when 3 years old.   <b>Destroy</b> forms and directives when superseded.</p>	
<p><b>MLSEC 1600.87</b>  <b>POLICY</b></p>	<p>Consists of correspondence, drafts, notes, funding, regulations, and other related documents pertaining to the policy of the Office of Maritime and Land Security.</p>	<p>Cut off at end of fiscal year. <b>Destroy</b> 3 years after cut off.</p>	
<p><b>MLSEC 1600.88</b>  <b>EMAIL AND WORD PROCESSING DOCUMENTS</b></p>	<p>a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.</p>	<p><b>Delete/destroy</b> within 180 days after the record keeping copy has been produced.   <b>Delete</b> when dissemination, revision, or updating is complete.</p>	
<p><b>MLSEC 1600.89-100</b>  <b>UNASSIGNED</b></p>			

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**Title**

**Description of Records**

**Disposition**

**Authority**